Service of Summons in an Involuntary Case

Select *Bankruptcy*

Select *Miscellaneous Activities*

Enter case number

Verify case number is correct

Select Document Event: Involuntary Summons Service

Select Party
- Party filer not listed, Add/Create New Party

Browse, Verify and attach the correct pdf file
- Add attachments, if applicable

Select name(s) of party served

Enter Date served, "Date answer due" will be filled in automatically

Review Docket Text for accuracy.
Warning!! Verify entry is correct before submitting.